

# Changes to the Maternity, Adoption and Paternity Leave Policy for Funded Postgraduate Research Students

## Synopsis

This paper sets out revisions to the Maternity, Adoption and Paternity Leave Policy for Funded Postgraduate Research Students. All changes to the policy were approved by the Manchester Doctoral Committee (MDC) on 19<sup>th</sup> February 2014 and reported to Senate in June 2014.

The Maternity, Adoption and Paternity Leave Policy for Funded Postgraduate Research Students can be found at:

<http://www.staffnet.manchester.ac.uk/services/rbess/graduate/code/changestodegrees/>

## Effective Date of Introduction

June 2014

## Contact

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## Changes to Policy

- The terminology in the 3 Maternity and Sick pay documents has been changed from using 'Sick Pay' and 'Maternity Pay' etc, and instead now refers to the payments as 'stipend payments' throughout the documents.
- Section 3ii '**Additional Paternity Leave**' has been added to allow students who have a partner who is taking Maternity leave to apply for unpaid 'Additional Paternity Leave'.

### 1. Section 2

Amended text:

The University permits postgraduate research students to interrupt their degree for a **maximum** period of 12 months in total **for any period of leave** for the purpose of maternity leave or adoption leave where the individual is the *primary* carer. **There is no limit to the number of times a postgraduate research student can interrupt for the purpose of maternity of adoption leave throughout the duration of the degree.**

### 2. Section 3.

Amended text:

#### i. Additional Paternity leave

**A partner of a woman who is on maternity leave, who is studying on a Full-time or Part-time research programme at the University of Manchester can apply for 'Additional Paternity Leave'.**

**A partner who is applying to take Additional Paternity Leave must provide evidence to show that the mother will be returning to work / study by the start date of the Additional paternity leave and that the mother will not be receiving any Maternity leave during the period of Additional Paternity Leave. This should be a letter from her employer or institution confirming her planned date of returning to work / study and confirming the dates of the Maternity leave taken.**

**The University of Manchester will allow the partner to take Additional Paternity leave within the following guidelines:**

- The Additional Paternity Leave can be taken from 6 months of the start of the mother's maternity leave.
- The Additional Paternity Leave can be taken for up to 26 weeks.
- The Additional Paternity Leave must be taken as unpaid leave.
- The leave must be taken within the time of the mother's maximum maternity leave allowance
- The leave must be taken as one period of leave and can be taken in any period of Maternity leave allowance.

Additional Paternity Leave will be recorded as an interruption and the student must apply to their Faculty Graduate Office with the following information:

- The start and end dates of the requested Paternity leave.
- A letter from the mother's employer or institution confirming her leave dates and return to work/study date.

Note; any student on a Tier 4 visa taking a period of Additional Paternity Leave should contact the International Advice Team (IAT) for advice on any visa restrictions.

### 3. Section 4i

Amended text:

#### **Student eligibility criteria for receiving maternity/adoption stipend payments**

- ii. Full-time and part-time postgraduate research students who receive an *annual* maintenance stipend ~~from the~~ funded by the University of Manchester (ie from a School, Faculty or central department) and/or from a Research Council funding Doctoral Training Grant (DTG) are entitled to up to 26 weeks of paid maternity/adoption leave without the *normal*<sup>1</sup> value of their maintenance stipend being reduced.

### 4. Section 4ii

Amended text:

- i. Postgraduate research students who receive an ~~annual maintenance~~ externally funded stipend *directly* from an external organisation or an external award administered through the University of Manchester must follow the regulations of the funder. If the funder does not provide additional funds to cover maternity or adoption costs, the University is not liable to provide any payment during the student's maternity or adoption leave.

### 5. Section 4v and 4vi.

Amended text:

- i. Postgraduate Research students who are on a Teaching Assistant contract at the University of Manchester will be considered for maternity leave entitlement as part of this policy.
- ii. Postgraduate Research students can apply for Maternity Allowance (MA) if they are on a Teaching Assistant contract during their qualifying week of entitlement (the 15<sup>th</sup> week before the expected week of childbirth). Students should contact [HR Services](#) to enquire about eligibility for Maternity Allowance (MA) which is paid by the local Jobcentre Plus Office.

6.

7. Section 4

Amended text:

Note that only postgraduate research students in receipt of an annual maintenance stipend are entitled to maternity or adoption stipend payments. Students in receipt of ~~one-off~~ bursaries<sup>2</sup> or ~~fees-only~~ awards covering tuition fees only are not eligible to receive any payment during periods of maternity or adoption leave. ~~Fees-only~~ awards covering tuition fees only will be suspended during periods of maternity or adoption leave.

Funding during periods of Maternity or adoption leave pay will not be provided to students during the submission pending period or a resubmission period.

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